A close up of a logo

Description automatically generated

**Exhibitor Resource Center Login and Exhibitor Listing Instructions**

We are excited to launch the new Exhibitor Resource Center and request that you follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory profile. Your profile information will be used as your online presence and in the printed directory. **The deadline to update your information for the printed directory is Monday, September 16, 2024.**

A screenshot of a login page

Description automatically generated**LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME**

1. Go to <https://ascb24.myexpoonline.com/exhibitors>

2. Click the “**Login**” button

3. Enter your email and click “**Forgot Password/First Time Login**” You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the Booth Contact, you will not have access to create an account.

4. Enter your email address in the new window and click “**Submit**.”

A screenshot of a login box

Description automatically generated

A screenshot of a computer

Description automatically generated

5. You will receive an automated email from “Events IdP <*noreply@personifyauth.com*>” with the subject line “Reset Your Password.” Be sure to check your junk folder if you do not see the email. Click the link in the email to be sent to a page to create your password.

6. Create your password and click “**Submit**.”

A screenshot of a login box

Description automatically generated

7. Return to the login page at <https://ascb24.myexpoonline.com/exhibitors> and log in with your email and password.

**ADD COMPANY INFORMATION ON THE EXHIBITOR LISTING PAGE**

1. Once logged in, you will land on the **DASHBOARD** page. Click the “**Complete Your Exhibitor Listing**” button.

2. Add a company or product banner and logo. Click the three dots in the top right corner of the banner and click “**Add Logo**” and “**Add Banner**.” Your logo must be 360x360 pixels and your banner must be 1440x360 pixels before uploading.

A close-up of a computer

Description automatically generated

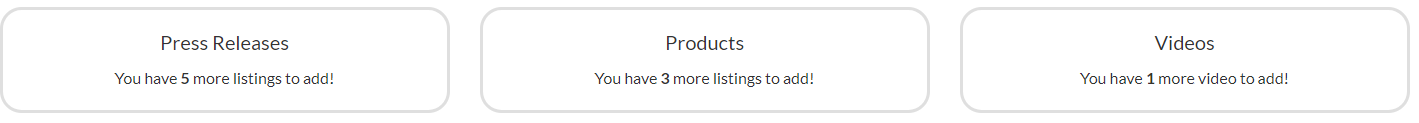
**Banner**

**Logo**

*A white card with black text and blue and yellow symbols

Description automatically generatedIf you have upgraded to a Featured Exhibitor Listing, click on “****Add Featured Listing Logo*** *(must be a Featured Exhibitor)" to upload your company logo (360x360 pixels) that will appear on your Featured Listing tile*.

*Featured Exhibitors will also have a section below the banner to add their press releases, products with photos, and video. Complete the information requested for each section.*



3. In the **About** section, you will add your company description, website URL, product categories, and *Learning Pathways*. Click “**Edit**” in the right corner to start making edits.



4. In the **Company Information** section you will add your address and social media links. Click “**Edit**” in the right corner to start making edits.



5. Once you’ve completed each section, be sure to click “**Save.”**

A group of people in a row

Description automatically generated



We are here to help! For questions regarding completing your exhibitor listing please contact Meghan Leahy at [meghan.leahy@spargoinc.com](mailto:meghan.leahy@spargoinc.com)or 703-654-6929.